



## ESOL Crèche Deputy

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The Kings Arms Project was started over 30 years ago as a response to seeing people sleeping rough on the streets of Bedford. Founded on the Biblical mandate for social justice, we have grown into a charity which works with the local community and National Government. We provide professional advice, innovative solutions, and person-centred care to those at risk of homelessness and social isolation.

### Our Vision

Every person thriving in a place they call home, living a fulfilling life in community

### Our Mission

To tackle homelessness, displacement, and social isolation by

- Providing opportunities for people to thrive and have a home
- Connecting people into meaningful communities.
- Demonstrating the love of Jesus
- Advocating for Justice

### Our Values

Hope – We believe there is hope for everyone, always

Community – We all thrive when are connected in community

God is Good – We depend on God and His goodness for everything we do

Learning & Excellence – By seeking to learn, listen and grow we are better able to achieve excellence in all that we do



## SUMMARY OF POST

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The ESOL Creche Deputy is a qualified childcare professional able to deputise and support the ESOL Creche Team Leader. You perform a key role caring for children, maintaining a high-quality, stimulating learning environment and imparting your knowledge and skills to others. You are a creative and reflective leader able to implement new ideas and use a range of strategies to continually improve practice.

**Role reports to:** ESOL Creche Team Leader

**Key internal relations:** Refugee & Migrant Services: Support Team, ESOL Tutors and ESOL Coordinator

**Key external relations:** Venue contacts, Clients

You will also be expected to hold a minimum NNEB/NVQ Level 2 in Children's Care Learning & Development, or equivalent qualification and will have experience of working with pre-school age children.

## MAIN DUTIES & RESPONSIBILITIES

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- To contribute to the creation of a safe, welcoming, and inclusive environment for all children.
- To deputise for the **ESOL Creche Team Leader**, ensuring that the room is set up appropriately, prior to the children arriving.
- At the end of the session, ensure the room is packed away and returned to the same condition as when you arrived.
- To assist in the development of the Crèche's policies and procedures in accordance with EYFS standards
- To be aware of the Crèche's policies and procedures and ensure these are adhered to.



- To be responsible for the welfare of all children in your care, organising systems to ensure consistent, high-quality care.
- To be vigilant and protect children from harm or abuse, reporting any concerns immediately – in accordance with child protection and whistleblowing policies.
- To deploy staff and resources effectively, maintaining ratios in the room.
- To reflect on practice and routines, tailoring them to meet the individual needs of each child throughout the day.
- To lead planning and the provision of a stimulating range of age-appropriate activities and ensuring your room is well-resourced and creatively set-up.
- To lead observations and the assessment of children's learning and development ensuring records are kept up to date, are of a high standard and are shared effectively.
- To work in partnership with all parents/carers, building and maintaining relationships that encourage trust, open communication, and involvement in Crèche life.
- To contribute to the effective recording and resolution of any complaints or investigations, always ensuring confidentiality.
- To be professional and a good role model to the children and other staff members, always.
- To work flexibly as part of the larger team, assisting and supporting colleagues wherever required, to ensure the smooth running of the organisation.
- To cooperate and work effectively with the Refugee Support team, taking on additional responsibilities/duties and positively promoting developments in policies and procedures to team members.

## ADDITIONAL DUTIES & RESPONSIBILITIES

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- Maintaining working practices that reflect the overall ethos and vision of KAP, including following our policies, procedures, and code of conduct.
- Promoting the well-being of clients and children in line with the vision and values of KAP.
- Proactively assisting KAP Leadership Team in developing and making viable suggestions for the improvement of the service and role.



- Informing senior management of service IT requirements.
- Sharing good practice with colleagues in support of the continuous improvement of the service.
- Taking responsibility for personal development.
- Attending and being involved in team meetings, training, and social activities, as well as all personal development meetings, including supervisions and mentor sessions.
- Respecting and supporting the whole KAP team and volunteers.
- In addition to the duties set out in this job description the post holder may at times be required to undertake additional or other duties to meet the needs of King's Arms Project

## PERSONAL QUALITIES

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The Deputy Crèche Room Leader role is especially suited for someone who fits the following description:

Experience and knowledge of:	Essential:	Desirable:
Significant childcare experience	✓	
Leading and supervising others	✓	
Knowledge of current legislation and guidance (EYFS)	✓	
Awareness of good practice of an effective early years curriculum	✓	
Key operational policies and procedures e.g., health & safety, child protection, behaviour management	✓	
Experience and passion for working with people from other cultures, being culturally sensitive.		✓
<b>Qualifications:</b>		
Minimum NNEB/NVQ Level 2 in Children's Care Learning & Development, or equivalent	✓	
First Aid Certificate		✓

<b>Skills:</b>		
Ability to work to a high standard with an attention to detail.	✓	
High degree of integrity and empathy when dealing with children	✓	
Self-motivated, able to work alone as well as in a team.	✓	
Able to observe, assess and track children's learning & development	✓	
Good time management skills, including the ability to prioritise and plan work to meet deadlines	✓	
Be able to demonstrate initiative and creativity	✓	
<b>General:</b>		
Own a car and hold a clean driving licence	✓	
Car insurance for business use		✓
Maintain and observe conditions of health and safety	✓	
Willingness to develop within the job and undergo relevant training	✓	
Be committed to Equality and Diversity, willing to learn and take on responsibility	✓	
Be positive, patient, and adaptable under pressure	✓	

## PERSONAL DEVELOPMENT

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As part of King's Arms Project, it is our desire to invest in you personally. We do so through mentoring, supervisions, and on-going training.

### Supervision

One-to-one staff supervisions are completed every 4-6 weeks to give opportunity to talk through successes, challenges, development/training needs, and other work-related issues as they arise.



# King's Arms Project

## Training

Regular on-going training is provided within work hours in the following contexts: Project-wide team training, house team meetings, suggested reading, and opportunities for regular professional training.